



## READ ME FIRST—DEACON CONTINUE

Dear Continuing Provisional Member:

Below is the list of paperwork requirements for your continuation as a provisional candidate toward deacon's orders. You can download them from the same web page that you downloaded this document.

Be sure to have it all completed and turned in **no later than January 31**.

I will let you know as I receive paperwork for your file, but it is up to you to "push" your district superintendent and supervisor/senior pastor to get their form in. I strongly urge you to get started today, because you can be certain that delays will arise. If your work is not in on time, your ordination may be postponed for one year.

Please note the following guidelines for completing and sending your assignments. They may sound a bit picky, but realize that your registrar tracks paperwork for 30+ candidates, each of whom turns in *at least* a dozen forms.

1. Almost everything can be sent digitally/email. So let's save our forests and use email. BE SURE to keep a digital and hard copy of your work for your files!
2. Save all your documents in the format you received them. If you have questions about this, contact me.
3. All the documents are preformatted (margins, fonts, etc.) for a reason. Therefore, **DON'T CHANGE THE FORMATTING!!!!**
4. All the documents have a name. Please rename them by putting your last name and the year they are due at the beginning. For example, I would rename "App.doc" to "West 2019 App.doc." This format helps me keep your paperwork together. **DO NOT COMBINE DOCUMENTS** or I may not realize they are all there!
5. I will acknowledge by email every document I receive for your file.

Twelve (12) documents are required. They are:

1. Application for Clergy Relationship to the Annual Conference (App.doc)
2. Verification of Appointment (ApptVerify.doc)
3. District Superintendent Report (DSReport.doc). Your DS must complete this report. **Please email it to him/her.**
4. Fruitfulness Project Proposal (see instructions in FruitfulnessProjectDeacon.doc)
5. Mentor Report Revised 2020 (MentorReport.doc). This is to be submitted jointly with your mentor to the Registrar and Mentor Coordinator.
6. Pastoral Function of Ministry (Pastoral.doc). Instructions are in the document.
7. Residence in Ministry Report (RIM.doc) Instructions are in the document.
8. iRIM Content Event Form (Copies to the RIM co-chair and your reading team contact person) Instructions are in the document.
9. Service Function of Ministry (Service.doc). Instructions are in the document.

10. SPRC/Agency Reflection (SPRCReflection.doc). Write a one-page reflection on your most recent evaluation by your SPRC or agency supervisor. If a meeting is not scheduled, do it now!
11. Senior Pastor/Supervisor Report (SupervisorReport.doc).
12. Word Function of Ministry (Word.doc). Instructions are in the document.

### **CONTACT INFORMATION**

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